

S E C R E T

11 October 1984

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: [REDACTED]

Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 11 October 1984 [REDACTED]1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period. [REDACTED]

2. Events of Major Interest that have Occurred
During the Preceding Week:

[REDACTED]

b. [REDACTED] - Housing Survey: During the week of 1 October 1984, representatives from the Real Estate and Construction Division, Office of Logistics (OL), went [REDACTED] to gather information for the housing survey. A summary of the increased rental and utility charges was presented [REDACTED]. One additional visit [REDACTED] will be necessary to finalize the report and add administrative adjustments in accordance with OMB Circular A-45. [REDACTED]

c. Inventory Control System (ICS):

(1) ICS cutoff for the month of September was completed successfully the evening of 30 September 1984. Processing for the end of the fiscal year continued until 1000 hours on

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25X1 1 October. Upon completion, the data base manager for ICSOP notified users that the data base was available for input of fiscal 1985 data. []

25X1 (2) For the period of 1 to 8 October, ICS will not interface with the GAS system. This intervention was scheduled so as to maintain the data integrity of GAS during the end of the fiscal year processing. Normal interface processing will resume on 9 October 1984. []

25X1 (3) During the period 3 October 1983 to 1 October 1984, the Agency has saved [] from discounts earned as a result of enhancements made to interface ICS, CONIF, PDMIS, and GAS. An undetermined amount of monies has been saved in man-hours resulting from automation of budget and finance responsibilities. []

d. New Building Project:

25X1 (1) The temporary West A parking lot went into use on the morning of 9 October 1984. This new lot contains approximately 1,300 spaces. Concurrent with the availability of this lot, about 1,300 West parking lot spaces were turned over to the George Hyman Construction Company so that excavating for the three-level parking deck could begin. The transition from West to West A took place without significant difficulty. []

25X1 (2) Production of the initial 200 sets of drawings for Bid Package #2 has passed the halfway point. Keuffel and Esser, the blueprinting company, has delivered those drawings so far produced to the General Services Administration. Two of the three volumes comprising the specification which will accompany the drawings have been delivered to the Printing and Photography Division, OL, for reproduction. []

e. Furniture Standards: The Interior Design Consultant and representatives from Procurement Division, OL, and the New Building Project Office, OL, met with Arnold Brogan, Director of Engineering, National Furniture Center, General Services Administration (GSA) in Arlington, Virginia, on 5 October 1984. Mr. Brogan briefed the group on GSA's proposed mandatory furniture schedule selection. Two sample stations were viewed, and copies of commercial item descriptions were presented. The commercial item descriptions cover freestanding, closed-panel workstations, open-base table desks, mobile pedestals,

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25X1 dual-surface machine stands, ergonomic chairs, and EDP storage cabinets. Because GSA would be buying in quantity, anticipated cost per workstation is \$1,200, including screens and a chair. The program also includes options for a design services contract and/or a management contract with a moving firm to receive, store in a warehouse, deliver, and assemble the items. []

25X1 The package is very attractive and flexible. The provision of ergonomic chairs is a welcomed addition. GSA will soon be officially sending these commercial item descriptions to all government agencies for comments. The Interior Design Consultant hopes that the package will be forwarded to the Headquarters Operations, Maintenance and Engineering Division, OL, so that specific Agency requirements can be noted for a slight expansion of item sizes and construction features. []

25X1 f. Hydraulic Barricades at Entrance to DCI Garage: Over the past weekend, concrete was poured in the roadway at the entrance to the DCI Garage at Headquarters Building as part of the installation of hydraulic barricades at that location. Electrical work and installation of steel posts still remain to be done. []

25X1 g. Northside Utility Lines: GSA notified the Office of Logistics that the existing Southside chilled-water lines would not be secured until at least 12 October 1984. This delay is a result of the very slow progress of the GSA operating engineers in installing air vents, pressure gauges, and thermometer wells on the new Northside lines in the power plant. The earliest the Headquarters Compound will be served solely by the new Northside chilled-water lines is Friday, 12 October 1984. These delays by GSA may shorten the 30-day trial period anticipated for the new Northside lines prior to removal of the existing Southside lines because of construction of the new building. []

25X1 h. Wang Work Orders: Electric Service Company is continuing installation of the electrical service for Wang equipment. In order to avoid noise interference with the operation on the 7th-floor area, all floor drilling within the 6th and 7th floors has been scheduled for after 1900 hours. []

i. Replacement of Fan Motors in Mechanical Room: A Scope of Work is being prepared to task Dicon with the study and design to replace the motors on the fans in the Headquarters Mechanical Room. The purpose of this work is to increase the amount of air circulating throughout the Headquarters Building

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as part of the process to improve the overall environment in the building. []

j. Pedestrian Tunnel Repair: An on-site preconstruction meeting was held on 3 October 1984. Dewberry and Davis awarded the construction contract in the amount of \$92,700 to Struct-con Corporation on 5 October 1984. At the request and direction of the contractor, personnel from the Printing and Photography Division, OL (P&PD/OL), took color photographs of existing conditions on 9 October 1984. The contractor is scheduled to begin work on 11 October 1984, and the completion date is 21 November 1984. []

k. Penthouse Roof Repair: The contractor continues his work on the north side of the 7th floor terrace roofs. P&PD/OL will begin taking photographs of the progress of the work, as directed by the GSA Roofing Inspector, the week of 9 October 1984. []

l. Digital Prepress System: P&PD/OL management met with representatives from XYVISION, Inc., awardees of the contract for an Automated Page Makeup System, on 9 October 1984 to discuss implementation of the system. This meeting provided for a free exchange of ideas and concerns between the two parties concerning system configuration, site preparation, system specifications, and training. These parties were later joined by representatives from Gerber Scientific, Inc., to discuss the interface to the laser platemaker. Again, a free exchange took place, and all parties came away with a very positive outlook. It appears that XYVISION will deliver the Phase I system in late November, 60 days ahead of their proposed delivery, and that we will have computer-to-plate capability for text-only by the end of April through the Gerber Autologic Photo Typesetter emulation software. We will be holding monthly meetings with XYVISION in order to track their progress and to answer any questions that may surface. []

m. Electronic Text Editing and Composition System (ETECS) Release 4 Installation and Testing: During the weekend of 6 to 8 October 1984, all three systems on the Release 4 network in the ETECS Center (GJ-56, Headquarters) were brought on line for production. Most of the hardware from the old Release 3.4 network was successfully moved to the new Release 4 network. The remaining connections should be completed within the next 2 weeks. Many composition software "bugs" remain to be solved by Atex Software and applications personnel. []

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n. Film Processor Installation: The new C-41 color negative film processor for the P&PD Color Lab is now in production and operating well. A variable speed-control option is being ordered to control quality.

o. OL Planning Conference: The annual OL Planning Conference is in progress at the Airlie House. The Director of Logistics and his staff will return to the Building on 12 October 1984.

3. Significant Events Anticipated During the Coming Week:

None.

